

Ohio Department of Education Pupil Transportation forms review

Revised April 2022

| Form ID | Source of form | Subject | Completion Date | "submit" Date | Significance | | Required Signatures |
|----------------|---|---|--|---|---|--|---|
| T-1 | web-based (worksheet available) | Daily Ridership, Mileage, Vehicle inventory | First full week of October May be amended prior to January 31 | November 1 Amendments due by Jan 31 | Data from this report is used to calculate district transportation reimbursement. This data is also used for calculation of public bus purchase subsidy. Includes all student riders, regular and special ed. | Requires Superintendent and Treasurer to view audit report Transportation Admin. optional | Superintendent and Treasurer required Transportation Admin. optional |
| T-2 contractor | web-based (worksheet available) | Transportation cost reporting/certification | End of fiscal year | 15-Jul | Data on this report is used for certification of rider/mileage claims filed on T-1, and as backup support for district reported Type II costs on the T-2. Contractors must submit T-2C to districts by July 15 | | Contractor |
| T-2 | web-based (worksheet available) | Cost reporting/certification | End of fiscal year | 31-Aug | Data from this report is used for certification of rider/mileage claims filed on T-1. This data is also aggregated to determine the constant factors of the regression analysis which drives reimbursement costs. | Requires Superintendent and Treasurer to view audit report Transportation Admin. optional | Superintendent and Treasurer required Transportation Admin. optional |
| T-8 | web-based (paper form required) | School Bus Driver Physical | After May 1st for returning drivers, and before operating a school bus in the next school year | Before operating a school bus, or within 30 days of physical date | All school bus drivers are required to have a current physical on file with the Department of Education. The T8 must be filed electronically by September 1. | | Superintendent Transportation Admin. optional |
| T-10 | web-based (worksheet available) | Accident report | Within 15 days of crash | | Must be submitted for any bus crash resulting in injury or damage in excess of \$1000 State Highway Patrol shall be notified within 48 hours of a school bus being involved in an accident OAC 3301-83-22 | | Superintendent or Transportation Administrator . |
| T-9 | web-based (Paper form for OBI required) | Driver certification | Within 30 days of completion of training OAC 3301-83-10 (A)(6) | | Used to report completion of training for new drivers, and for 6-year recertification of veteran drivers | | Superintendent or Transportation Administrator |

